To insert commentary, you have to do the following:

1. Click on the workpackage which is assigned to you.

2. On the central of the page you will see the list of unit of works and their statuses.

3. Click on the unit of work you want to work on, it will direct you to the balance sheet page and highlight the row in yellow.

4. Click the highlighted row. It will open a new popup which contains a commentary form.

5. Enter the commentary message, the date of the commentary and the commentary type.

6. The commentary message should be in the range of 10 – 2500 characters.

7. The date should be valid and not a future date.

8. When all fields are filled, click the Add button on the bottom right of the popup.

9. The commentary will be visible on the balance sheet.

10. If the Add button is disabled, check if there are any fields that are not filled or missing.

11. Any box highlighted in red indicates that either the text entered is invalid or empty.